



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

July 12, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-07

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Annual and Compensatory Leave Reports

The Fiscal Year 2001/2002 Annual Leave Liability Report and 1.5 FLSA Compensatory Leave Liability Report for your agency are attached. Reports were produced on 07/10/02 with an "as of date" of 6/24/02 in order to capture leave accruals for the last payday of June 2002. As a result, any leave taken or compensatory time earned on June 24, 2002 is captured in these reports. These reports should be used for reporting to the Office of Statewide Reporting and Accounting Policy (OSRAP).

Agencies can produce the reports from ISIS HR using transaction code ZP112 (Leave Liability Report), but should use the attached report to report to OSRAP. OSUP is required to provide agency summary reports to OSRAP. All of the reports must be run simultaneously in order for the individual agency reports to balance to the summary reports.

A new option has been added to the report (ZP112) for obtaining sick leave balances. The report will only display leave balances that are 200 hours or less. Agencies with employees on Teachers Retirement who are eligible to receive sick leave compensation at termination, must use transaction code ZP112 (enter manually those employees affected or create a variant) to produce the liability information to be reported to OSRAP. OSUP will not produce the sick leave reports.

DO NOT discard these reports. File and keep available for the Legislative Auditor's annual review of your agency.

If you have any questions, please contact Andrea Hubbard at (225) 342-0715.

JWC:APH:kmb

c: Afranie Adomako, OSRAP Assistant Director

Attachment (agency specific)